Attendance Factor Calculation Sheet

Complete the following calculation using data from the month of October. If October does not accurately represent the population of your district, choose an appropriate month. This form is site specific. Submit completed form for each site to:

Arizona Department of Education
Child Nutrition Programs
Attention: Financial Services
1535 West Jefferson Street
Phoenix, Arizona 85007
Or
FAX: (602) 542-3818 or (602) 542-1531

If you have questions regarding this form, please contact Child Nutrition Programs, Financial Services at (602) 542-8700.

CTD # _____   **District Name** _____

CTDS # _____   **Site Name** _____

Data from the month of _____

Attendance Factor = (Average Daily Attendance) → (_____) = _____ X 100 = _____%
                     (Average Daily Enrollment) → ( )

Enrollment is the highest number of students registered in the school for the month of October. **Average daily enrollment** is calculated by totaling the enrollment for each day in October and dividing this number by the total number of operating days.

Attendance is the total number of days in October that each enrolled student attended school. **Average daily attendance** is calculated by totaling the attendance for each day in the month of October and dividing by the number of operating days in October.

Example:

October Enrollment: 250   Number of Operating Days in October: 22

Average Daily Attendance: $\dfrac{5290}{22}$ (sum of each day's total attendance) = 240

Average Daily Enrollment: $\dfrac{5434}{22}$ (sum of each day's enrollment) = 247

Attendance Factor $= \dfrac{\text{Average Daily Attendance}}{\text{Average Daily Enrollment}} = \dfrac{240}{247} = .972$ X 100 = 97.2 %